

November 26, 2019

To: Mayor Marlin, City Council Members

CC: City Administrator Mitten, Department Heads, Supervisor Chynoweth, Assessor Williams

RE: Schedules for Township and Council

Setting annual schedules will be on agendas for December 9, 2019 Cunningham Town Board and Urbana City Council Committee of the Whole (COW) meetings. To prepare potentially necessary rules changes, I am requesting some discussion and feedback at City Council on Monday, December 2.

Proposed: City of Urbana, swap COW/City Council days to 1st/3rd and 2nd/4th Mondays

As council has requested that some Plan Commission items go to committee first, this would allow sufficient time to prepare materials post-Plan Commission meetings. Since Council Members already meet every Monday night, swapping nights has no impact on Council. The impact is to Planning Staff who could have a 2nd meeting to attend. However, this is already occurring per recent council directive. Staff would continue to route more routine Plan Case matters directly to Council using the council directive though when there are questions, such as the case being heard on December 2, these can also be routed to the COW first. The negative impact is that this adds a week to all plan cases that involve council action regardless of the directive. However, this also keeps directive-based items from taking even longer. The other positive aspect is that Plan Commissioners, who generally meet twice monthly and have a long-established schedule, are unaffected. Our goal is to minimize the need for special meeting but deadlines and schedules may necessitate them.

Rules changes: If the council meeting schedule goes to second/fourth CC, 1st/3rd COW, there will need to be a small change to the current ordinance regulating council meetings. The change would be brought to council for the meetings of December 9 and December 16. This would be an opportunity to make other changes to council rules as well (see below).

City Council Rule 4, the Resolution on Resolutions, was readopted with an amendment allowing resolutions from city commissions and boards, by Resolution 2017-07-045R. However, as shown by several recent examples related to accepting grants and reimbursements, this rule can be burdensome. Frankly, it is no longer necessary as other rules and statutes that did not exist when this rule was created now clarify processes. Historically, this rule was adopted to provide time for council to conduct public business before the clear requirements for Public Input as defined by the Open Meetings Act (OMA) and city ordinance that provide limits. Further, per OMA, items not listed on the agenda in advance of a meeting can't be voted on for final action, something that was expected many years ago when this rule was created. Our recommendation is to delete this council rule whether or not council meeting schedule changes.

Proposed: Cunningham Township start time of 6:30 pm.

In talking with Supervisor Chynoweth, Assessor Williams, Mayor Marlin, City Administrator Mitten, as well as staff, there is interest in setting regular Township meetings at 6:30 pm to last approximately 30 minutes. The advantage is that city staff would not have to be in attendance until 7, the disadvantage being that next meetings would have to wait until 7 pm if the meeting finished early. However, most Township meetings have been lasting around 30 minutes and any special meetings that are expected to be quick, could be scheduled for 6:45 or even 7 pm as judgement suggests. The Township would also move to meeting on the 2nd Monday if council meetings move.

December 23, Committee of the Whole meeting: As a holiday week, we may not have a quorum – Please let us know your availability. Possibilities include cancelling this meeting outright or rescheduling it to follow the Dec. 16 Council Meeting for critical items that need to be passed at the first City Council Meeting in January. This can be decided at the December 9 COW meeting. Also note that December 30 is a fifth Monday with no meeting.

Bulky packet items: There was an AT&T Agreement document several weeks ago that was rather lengthy, exceeding 25 pages, something like 75. Is there a rough length we can use as guidance where we can direct council to an online version rather than printing it off for packets? We currently print 12 copies of every packet pending selection of a PW Director. One of these copies is stored permanently per state retention rules.

2020 City Council / Committee of the Whole / Township Meeting Dates

	Monday, January 06, 2020	
	Monday, January 13, 2020	
MLKJr	Tuesday, January 21, 2020	
	Monday, January 27, 2020	
	Monday, February 03, 2020	
	Monday, February 10, 2020	
	Monday, February 17, 2020	
	Monday, February 24, 2020	
	Monday, March 02, 2020	
	Monday, March 09, 2020	
	Monday, March 16, 2020	
	Monday, March 23, 2020	
	Monday, March 30, 2020	Fifth Monday
	Monday, April 06, 2020	
	Monday, April 13, 2020	
	Monday, April 20, 2020	
	Monday, April 27, 2020	

	Monday, May 04, 2020	
	Monday, May 11, 2020	
	Monday, May 18, 2020	
Mem. Day	Tuesday, May 26, 2020	
	Monday, June 01, 2020	
	Monday, June 08, 2020	
	Monday, June 15, 2020	
	Monday, June 22, 2020	
	Monday, June 29, 2020	Fifth Monday
	Monday, July 06, 2020	
	Monday, July 13, 2020	
	Monday, July 20, 2020	
	Monday, July 27, 2020	
	Monday, August 03, 2020	
	Monday, August 10, 2020	
	Monday, August 17, 2020	
	Monday, August 24, 2020	
	Monday, August 31, 2020	Fifth Monday
Labor Day	Tuesday, September 08, 2020	
	Monday, September 14, 2020	
	Monday, September 21, 2020	
	Monday, September 28, 2020	
	Monday, October 05, 2020	
	Monday, October 12, 2020	
	Monday, October 19, 2020	
	Monday, October 26, 2020	
	Monday, November 02, 2020	
	Monday, November 09, 2020	
	Monday, November 16, 2020	
	Monday, November 23, 2020	
	Monday, November 30, 2020	Fifth Monday
	Monday, December 07, 2020	
	Monday, December 14, 2020	
	Monday, December 21, 2020	
	Monday, December 28, 2020	